



Natural Resource Management Assistance Grants for Delaware's Local Governments

Request for Proposals

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Delaware Coastal Programs
Division of Soil and Water Conservation
Department of Natural Resources and Environmental Control
89 Kings Highway
Dover, Delaware 19901
(302) 739-9283

I. INTRODUCTION AND PROGRAM GOALS

Purpose of Solicitation:

The Delaware Coastal Programs of the Department of Natural Resources and Environmental Control's Division of Soil and Water Conservation is announcing a Request For Proposals (RFP) to support projects and activities that enhance the ability of local jurisdictions to conserve, manage, and promote the incorporation of natural resource and/or coastal management (e.g. coastal hazards, public access, water-use activities) issues into local planning and permitting activities to protect habitat and natural resources in Delaware.

Program Goals and Priorities:

Improving the management and wise use of land and water resources, giving full consideration to ecological, cultural, historic, and aesthetic values, as well as the need for compatible economic development of the coastal zone is a key goal for the Delaware Coastal Programs. This grant program provides an opportunity for local governments to plan for preservation and enhancement of natural and community resources as well as community adaptation and resiliency to coastal hazards.

In previous years, this funding and technical assistance has helped local governments develop ordinances, incorporate natural resource considerations into comprehensive land use plans, and inventory natural resources.

Competitive grants will be available from the Delaware Coastal Programs who will provide financial and technical assistance to local governments to plan for the conservation of the natural, coastal, and socio-cultural characteristics of the area. Preference will be given to those projects that help local municipalities increase their coastal resiliency through coastal hazards and sea level rise adaptation planning.

Proposals should address one or more of the following:

1. Preparation of local or regional plans aimed at reducing the impacts of sea level rise and flooding. These plans should address issues of land use and growth, emergency services and public safety, critical facilities, resistance to storm impacts and related coastal resiliency;
2. Development of site specific tools designed to assess vulnerability or impacts risk of sea level rise or increased flooding to developed areas, infrastructure, or natural resources and habitat;
3. Development of local ordinances that will incorporate coastal management issues and/or help protect natural resources and habitat; and/or
4. Completion of natural resource and habitat assessments (including GIS mapping and analysis of natural resources) when this work is being completed to enable a local jurisdiction to identify and conserve critical resource areas or important landscape characteristics.

Important Dates and Grant Schedule:

October 21, 2008	Grant assistance workshop – lunch provided (see detail below)
November 18, 2008	Proposals due to Delaware Coastal Programs Office no later than 4:30 pm. <i>Applications received after that time will not be reviewed.</i>
December 2008	Grant awards announced and recipients notified

II. ELIGIBILITY REQUIREMENTS

Applicant Requirements:

Applicants may be any local government entity (Counties and/or Municipalities) within the State of Delaware

State agencies, individuals, non-profit organizations, private for-profit firms, and citizen groups are not eligible for these funds. However, interested parties may enter into a working arrangement with an eligible applicant. In such case, project letters of support and agreements to work with responsible party will be required.

Award Information:

Funding for each project receiving a grant award in the 2009 grant cycle is anticipated to range from \$25,000-\$50,000. The Delaware Coastal Programs is providing financial support for projects through the National Oceanic and Atmospheric Administration (NOAA). All award recipients are required to comply with all federal laws and guidelines pertaining to the use of federal funds.

Matching Requirements:

Funding received under this grant program must be matched dollar for dollar (a 50:50 cost share ratio) by non-federal, state, or local cash or in-kind services. For example, if \$15,000 in federal funds is requested, \$15,000 in state, local, or some other non-federal funds must be shown as match. A variety of expenses can be considered as match including in-kind services, volunteer hours, non-federal state or local cash. Deferral of overhead cannot be used as match. For additional information please contact the Delaware Coastal Programs Office at (302) 739-9283.

Ineligible costs:

Funds may not be used for scholarships to individuals, deficit reduction activities, projects that have already been completed, or for those activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise governed by state or federal law. Staff funding allowed only when clearly justified and shall not exceed 25% of total award.

Project Duration:

Work conducted for the project is to be complete by March 31, 2010. Award recipients will be required to submit quarterly status reports and will be notified of specific reporting requirements in the grant award agreement.

III. HOW TO APPLY

Submission of Proposals

A signed original **AND** electronic copy of the proposal and supporting materials (e.g. project support letters from partners) must be submitted to the Delaware Coastal Programs at the following address **no later than 4:30 pm, Tuesday, November 18, 2008**.

Pat Hoffman - ATTN: Grant Application
Delaware Coastal Programs
Division of Soil and Water Conservation
Department of Natural Resources and Environmental Control
5 E. Reed Street, Suite 201
Dover, DE 19901
(302) 739-9283
Pat.Hoffman@state.de.us

Grant Application Format:

All project proposals must use the Grant Application form, available online at:
<http://www.swc.dnrec.delaware.gov/coastal/Pages/CoastalProgramRFP.aspx>

Grant applicants must completely fill out all fields of the application and where applicable, provide detailed drawings, maps and supporting documentation. The following information is included in the application and *must* be provided as part of a complete application:

Cover Page: The cover page should include the proposal title, partners/sponsor(s), point of contact information, period of time the proposal will cover (e.g. 6 months, 1 year etc.), project cost and requested amount of funding.

Signature Page: This page should include the signature of the responsible party submitting the proposal.

Background and Justification: This section should briefly describe the issue or problem to be addressed by the grant proposal, why the work is necessary, and how it fits with the grant program criteria.

Scope of Work: This section should concisely describe the goal(s) and objective(s) of the proposal. It should describe what will be done, how it will be done, where it will be done and by whom.

Time Schedule and Benchmarks: This section should break down the Scope of Work into tasks with target dates for completion of each task. It should list target milestones, timelines, and describe how each milestone addresses project objectives.

Project Budget: This section should provide a detailed budget description and a brief narrative justification of the budget. It should include the amount requested and itemize all expenditures such as personnel/salaries, travel, equipment, supplies, contractual costs, indirect costs, and non-federal match sources and amounts.

IV. SELECTION PROCESS

Each project proposal will receive an initial screening by the Delaware Coastal Programs to ensure the application meets basic eligibility criteria. A committee of resource experts will then review and rank the eligible proposals and will make recommendations for funding based upon those rankings.

Proposal Review and Ranking Criteria:

Technical merit and project feasibility

- Project feasibility
- Project will deliver tangible, specific benefits and results
- Applicant's (and their associated partners') ability to undertake and successfully complete this project

Partnership/cooperation

- Strong support and involvement among partners
- Demonstrated support of other relevant agencies and organizations

Cost effectiveness and budget detail

- Detailed budget
- Properly identified match
- Overall cost effectiveness

Past performance (for applicants having received a previous grant award)

- Success of prior grant award [were reports submitted in timely manner; were benchmarks met; was project completed within budget]

GRANT ASSISTANCE WORKSHOP

A grant writing assistance workshop will be held on October 21, 2008 to explain the grant program and to assist grant applicants with project proposals and grant writing techniques. Potential applicants, particularly those with limited grant experience, are strongly encouraged to attend this workshop.

The workshop will be held at the St. Jones National Estuarine Research Reserve at 818 Kitts Hummock Road, Dover (just south of the air force base). Lunch will be provided to those who preregister.

Persons wishing to attend the workshop must pre-register by October 14, 2008.

Additional information and reservation details are available online at:

<http://www.swc.dnrec.delaware.gov/coastal/Pages/CoastalProgramRFP.aspx>

V. GRANTEE RESPONSIBILITIES

Award recipients will be required to submit quarterly status reports and will be notified of specific reporting requirements in the grant award agreement. The Delaware Coastal Programs is providing financial support for projects through the National Oceanic and Atmospheric Administration (NOAA). All award recipients are required to comply with all federal laws and guidelines pertaining to the use of federal funds.

VI. CONTACT INFORMATION

For further details regarding the Natural Resource Management Assistance Grant Program, applicants are encouraged to contact the staff members listed below to discuss potential proposals at the Delaware Coastal Programs Office (302) 739-9283.

- Bonnie Arvay Bonnie.Arvey@state.de.us
- David Carter David.Carter@state.de.us

The Department of Natural Resources and Environmental Control solicits and encourages Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) in all service contracts and is committed to affirmative action, equal opportunity, and diversity of its workforce.